

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 38503, dated April 27, 2010 for the Mississippi Department of Information Technology Services (ITS)

From: David L. Litchliter

Date: May 10, 2010

Subject: Responses to Questions Submitted

Contact Name: Teresa Washington

Contact Phone Number: 601-359-2383

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The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: What is the minimum number of hours that ITS will approve during a workweek for this engagement?

Response: The minimum number of hours that ITS will approve during a workweek is 40. Please refer to LOC Item 7.2.

Question 2: Will added value be considered as it relates to evaluation criteria for this LOC?

Response: Please refer to LOC Items 9.1 and 9.2.

Question 3: Has a not-to-exceed budget been set for this engagement?

Response: A budget range has not been established for this engagement.

Question 4: How many consultants with these skills in total are you seeking?

Response: ITS anticipates making an award to one vendor for one individual. Note that the State reserves the right to make additional awards based on proposals received in response to this LOC. Please refer to LOC Item 4.2.

Question 5: Is this a renewal for an existing contractor/incumbent in place at ITS, or is this a completely new position? Is there a reason the position is open?

Response: **This work is currently being performed by a contractor.**

Question 6: Would the consultant need to be on call or on beeper duty at any time?

Response: **The consultant will not have on call or beeper duty.**

Question 7: What are the chances of extension beyond the initial 2080 hours? Do we have to provide the rate for year 2 and year 3 for the individual(s) proposed?

Response: **There is a chance the contract will be extended beyond the initial contract period. Vendors must state the maximum annual percentage increase for their hourly rate, not to exceed 5% per state fiscal year. ITS will calculate the proposed hourly rates for years 2 and 3 based on this information. Alternatively, Vendors may submit both the escalation rate(s) and the hourly rates for years 2 and 3 in response to this specification.**

Question 8: Would any travel be required?

Response: **No travel is anticipated.**

Question 9: If there is any training related to the project for the consultant provided, who pays for the cost?

Response: **ITS does not expect the need for training of the awarded individual. Individuals proposed must meet or exceed the minimum experience requirements as outlined in the LOC.**

Question 10: Is there a budget or rate range already established for this position?

Response: **Please see response to Question 3.**

Question 11: How can an individual have so many skill sets, especially development (3-5 + years), SQL DBA (5+ years), and also a project manager (5+ years) unless he is already in that environment?

Response: **Individuals proposed must meet or exceed the minimum experience requirements as outlined in the LOC. Vendors may also respond with exceptions to the experience requirements.**

LOC responses are due May 17, 2010, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Teresa Washington at 601-359-2383 or via email at teresa.washington@its.ms.gov.

cc: ITS Project File Number 38503